

Appendix C: Definitions and Acronyms for the 2004-2005 W-2 and Related Programs Contract

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The following definitions are used in the Contract unless defined otherwise in context:

Allowable Costs: costs identified as allowable in the Department's "Wisconsin Works (W-2) Financial Management Manual."

ABAWD: the acronym used to identify Able-Bodied Adult Without Dependents.

Administration Costs: expenses for administration of W-2 and related programs, including AMSO and other expenses defined as administration by federal regulations governing the W-2 and related programs. Administration Costs may not exceed fifteen percent (15%) of the total reported expenses as identified in the Department's payment system.

Agency Management Support and Overhead: expenses for agency management support and overhead as identified in the Department's Policies and Procedures which must be included in Administrative Costs.

AMSO: the acronym used to identify Agency Management Support and Overhead.

ANSE: the acronym used to identify a CARES screen titled School Enrollment.

AODA: the acronym used to identify Alcohol and Other Drug Abuse.

Applicant: an individual who applies for any service of the W-2 and related programs including support services.

Base Allocation: the amount that equals the sum of Services/Administration and Benefits allocation, treated as a single inseparable allocation for the purposes of reimbursement.

Business day: Monday through Friday except State holidays as defined in the Wisconsin Statutes.

BWI: the acronym used to identify the Bureau of Workforce Information.

CARES: the acronym used to identify the Client Assistance for Re-employment and Economic Support System.

Central Office Reporting system: the system used by the Department to process expenditure reports.

CFR: the acronym used to identify the Code of Federal Regulations.

Children First: an employment and training program for noncustodial parents.

Client Assistance for Re-employment and Economic Support System: Wisconsin's automated eligibility determination, benefit calculation and management system for the W-2, Child Care, food stamp, and Medicaid programs.

CMC: the acronym used to identify Case Management Caretaker of an Infant.

CMF: the acronym used to identify Case Management Follow-Through.

CMM: the acronym used to identify a CARES screen titled Case Management Minor Parent.

CMP: the acronym used to identify a CARES screen titled Case Management Pregnancy.

CMS: the acronym used to identify a CARES screen titled Case Management Services for Job Ready Individual.

CMU: the acronym used to identify a CARES screen titled Case Management Services for Working Individual.

Committee advisory to the Department: a body including W-2 agency representatives selected by the Department to provide advice to the Department on matters relating to W-2.

Community Service Job: one of the work experience and training components in the W-2 program.

Community Steering Committee: a group of individuals appointed in accordance with and for the purposes identified in section 49.143(2) of the Wisconsin Statutes.

Compliance Contact: communication between the Department and the W-2 agency concerning compliance with any requirement of the Contract or of any policy incorporated by reference in the Contract. A Compliance Contact may include, but is not limited to, oral communication in person or over the telephone, or written communication in the form of e-mail, handwritten notes or printed documents. A Compliance Contact may be initiated by either the Department or the W-2 agency. A Compliance Contact may involve a very simple issue or a very lengthy and complex issue.

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Consortium: A W-2 consortium is a combination of W-2 geographic areas in the same Workforce Development Area (WDA) for the W-2 and Related Programs.

Contract: the Wisconsin Works (W-2) and Related Programs Contract for the period January 1, 2004 through December 31, 2005, between the Wisconsin Department of Workforce Development and the W-2 agency, (referred to in this document as the Contract).

Contract Period: the time period of January 1, 2004 through December 31, 2005.

CORE: the acronym used to identify the Central Office Reporting system.

Corrective Action: action the Department deems necessary to remedy noncompliance with the W-2 and Related Programs Contract.

CSA: the acronym used to identify the Child Support Agency.

CRC: the acronym used to identify Civil Rights Compliance.

CSC: the acronym used to identify the Community Steering Committee.

CSJ: the acronym used to identify the Community Service Job.

CSN: the acronym used to identify the Children's Services Network.

Custodial parent: means with respect to a dependent child, a parent who resides with the dependent child and, if there has been a determination of legal custody with respect to the dependent child, has legal custody.

Custodial parent of an Infant Payment: W-2 payment allowed up to twelve (12) weeks to provide time to bond with a newborn child.

Days: calendar days unless otherwise specified.

Department: the Wisconsin Department of Workforce Development.

Department's Contract Manager: the DWS staff who manage the W-2 Contracts on a daily basis.

Department of Administration: the Department which administers State comptroller functions.

Department's Policies and Procedures for W-2 and Related Programs: the document titled the Listing of the Department's Policies and Procedures.

Dependent Child: a person who resides with a parent and who is under the age of eighteen (18) or, a person under the age of nineteen (19) if the person is a full-time student at a secondary school or a vocational or technical equivalent and is reasonably expected to complete the program before attaining the age of nineteen (19).

DWD: the acronym used to identify the Wisconsin State Department of Workforce Development.

DWS: the acronym used to identify the Division of Workforce Solutions.

Earned Income Credit: a refundable federal or State tax benefit designed to help low income workers increase their financial stability and maintain their independence from the welfare system. (May also be referred to as Earned Income Tax Credit ("EITC")).

EBT: the acronym used to identify the Electronic Benefit Transfer.

EDS-F: the acronym used to identify the Electronic Data Systems-Federal.

EIC: the acronym used to identify the Earned Income Credit.

Electronic Benefit Transfer: the food stamp issuance through an electronic system.

Electronic Data Systems-Federal: the firm currently under contract as the State's fiscal agent (the payor of claims) for Wisconsin's Medicaid Program.

Enterprise Output Solutions: the automated report system for programs reported through CARES.

EOS: the acronym used to identify Enterprise Output Solutions.

Equipment: Information Technology ("IT") hardware, software and peripherals and non-IT related items with a purchase price of \$5,000 or greater per item.

ES: the acronym used to identify Economic Support.

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FEP: the acronym used to identify the Financial and Employment Planner.

Failure Penalty: penalty determined by the Department for a W-2 agency's failure to implement a program or operation requirement(s) for the W-2 and Related Programs.

Faith-based Provider: an organization that is religious in nature, charitable in nature, or that follows a mission that promotes moral and character values that are consistent with the philosophy of Wisconsin Works.

Food Stamp Employment and Training: the employment and training program for food stamp participants.

Financial and Employment Planner: a required position in the W-2 agency.

FPL: the acronym used to identify the Federal Poverty Level.

FS: the acronym used to identify the Food Stamp Program.

FASL: the acronym used to identify the Functional Agency Security Liaison.

FSET: the acronym used to identify the Food Stamp Employment and Training program.

GED/HSED: the acronym used to identify General Equivalency Diploma/High School Equivalency Diploma.

Geographic Area: the area determined by the Department for which a Wisconsin Works agency will administer Wisconsin Works. Note: Except for federally recognized American Indian reservations and in counties with a population of 500,000 or more, no geographical area may be smaller than one county. A geographical area may include more than one county.

IM: the acronym used to identify Income Maintenance.

IM Agency: the county or tribal agency required to perform IM services.

IM Case: a case receiving food stamps or Medicaid or both.

Incoming W-2 agency: the agency awarded a W-2 Contract as a replacement W-2 agency for a W-2 geographic area that becomes open for competition within a W-2 Contract Period.

IPV: the acronym used to identify the Intentional Program Violation.

IT: the acronym used to identify information technology.

Job Center: a service site that meets Job Center standards and provides an array of employment and training services to both job seekers and employers.

JobNet: a self-service computer-aided system that job seekers utilize to quickly find available job openings and employers utilize to post job openings administered by DWS.

Job Service: the operating unit within DWS that administers labor exchange services under the Wagner-Peyser Act.

KIDS: the acronym used to identify the Kids Information Data System.

Kids Information Data System: an automated system used by the Department and county/tribal child support agencies.

Language Access Plan: the W-2 agency's plan for services for Limited English Proficiency participants.

LAP: the acronym used to identify Language Access Plan.

Learnfare: a program to improve school attendance for children whose parents are in a W-2 employment position.

MBE: the acronym used to identify Minority Business Enterprise.

Medicaid: a health care coverage program for eligible Wisconsin residents.

Minority Business Enterprise: a business certified by the Wisconsin Department of Commerce.

NCP: the acronym used to identify non-custodial parent.

Non-custodial parent: a parent who is not the custodial parent of a child in a W-2 group.

Non-IT Equipment: the acronym used to identify non-informational technology equipment.

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OJT: the acronym used to identify on-the-job training.

Other Service Sites: a location where at least one of the core PFE partners delivers program services that offer some Job Center services and access to other Job Center services and PFE partner program services.

Outgoing W-2 agency: the W-2 agency that exits its W-2 Contract prior to the end of the current W-2 Contract Period.

Parent: the biological parent, a person who has consented to the artificial insemination of his wife under section 891.40 of the Wisconsin Statutes, or a parent by adoption.

Partial Contract Period: a time period that is less than the Contract Period of the current W-2 Contract.

Participant: an individual who participates in any component of W-2 and Related Programs.

Performance Bonus: an amount awarded to the W-2 agency for meeting certain Performance Standards

Program Integrity: the term used to define the Fraud Program functions performed by W-2 agencies to administer the Fraud Program, but excluding Fraud Investigation Services performed by the State selected provider.

Proposal: the proposal submitted by the proposer agency in response to the Department's Request for Proposals ("RFP").

Proposer Agency: an entity submitting a proposal in response to the Department's RFP.

Refugee Cash Assistance and Refugee Medicaid: a cash and Medicaid program for newly arrived low income refugees who do not meet W-2 and Medicaid eligibility criteria.

Request for Proposals: the Department's Request for Proposals ("RFP") to Administer Wisconsin Works (W-2) and Related Programs, issued by the Department, and the Addenda to the Request for Proposals issued by the Department.

RFP: the acronym used to identify Request for Proposals.

RFS: the acronym used to identify Right of First Selection.

Right of First Selection: the term used to describe the first phase of the process to select W-2 agencies for the next W-2 and Related Programs Contract Period.

RS: the acronym used to identify Resource Specialist.

SSI: the acronym used to identify Supplemental Security Income.

SSP: the acronym used to identify Supportive Services Planner.

State: the State of Wisconsin.

State's W-2 Administrator: the DWS Administrator.

Supplemental Security Income: a program which is administered by the Social Security Administration.

TANF: the acronym used to identify the federal Temporary Assistance for Needy Families program.

Trial Job: one of the work experience and training components in the W-2 program.

Tribes: a federally-recognized American Indian Tribe or Band located in the State.

W-2: the acronym used to identify Wisconsin Works.

W-2 Administrator: the DWS Administrator.

W-2 Agency: the proposer agency awarded the Contract or the RFS W-2 agency under the Contract required to perform all W-2 and Related Programs services and to implement the entire W-2 program in a given geographic area or areas, wholly accountable and responsible for results.

W-2 and Related Programs: the comprehensive array of programs and services including, but not limited to, W-2 employment positions, W-2 case management, Food Stamp Employment and Training, Child Care, Refugee Cash Assistance and Refugee Medicaid, Job Access Loans, Learnfare and Children First (optional).

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W-2 Case: a case requesting W-2 and Related Programs (as defined in the Contract), unless otherwise defined in the Contract. A case receiving food stamps or Medicaid or both but none of the programs or services defined as W-2 and Related Programs is not a W-2 case.

W-2 Employment Positions: Trial Job, Community Service Job, W-2 Transition.

W-2 Geographic Area: the area determined by the Department for which a Wisconsin Works agency will administer Wisconsin Works. Except for federally recognized American Indian reservations and in counties with a population of 500,000 or more, no geographic area may be smaller than one county. A geographic area may include more than one county. The Department need not establish the geographic areas by rule.

W-2 Group: a cohabiting group that includes custodial parent(s), their dependent children and any children of the dependent children in the group. The W-2 group also includes any non-marital co-parent or any spouse of the individual who resides in the same household as the individual and any dependent children with respect to whom the spouse or non-marital co-parent is a custodial parent. The W-2 group does not include any person who is receiving cash or other non-medical benefits under the county relief block grant program.

W-2 Plan: the W-2 agency's approved Plan to Administer W-2 and Related Programs, incorporated by reference into the Contract (The Plan is either an approved RFS W-2 Plan or an approved Proposal).

W-2 T: the acronym used to identify the W-2 transition job.

W-2 Transition: one of the work experience and training components in the W-2 program.

WAA: the acronym used to identify the Workforce Attachment and Advancement Program.

WDA: the acronym used to identify Workforce Development Area.

WDB: the acronym used to identify Workforce Development Board.

Welfare to Work: an employment and job retention program administered by WDA Boards serving TANF recipients and non-custodial parents.

WIA: the acronym used to identify the Workforce Investment Act.

WIB: the acronym used to identify Workforce Investment Board.

WIC: the acronym used to identify the Women, Infant and Children Program.

Wisconsin Works: Wisconsin's welfare replacement program which eliminates entitlement and places the focus on work.

Women, Infant and Children Program: a program to provide food items for pregnant women and children under five (5) years of age.

Workforce Development Area: one of eleven areas approved by the Department of Administration for the management of employment and training services.

Workforce Development Boards: the agency responsible for managing the Job Training and Partnership Act or successor Workforce Investment Act Title I program. The agency may be the Private Industry Council, Workforce Development Board or Workforce Investment Board.

Workforce Investment Act: 1998 federal legislation that establishes the role of the job center systems in the delivery of employment and training programs, including the TANF and FSET programs.

Work Programs Employment Follow-Through: a subsystem of the Work Programs subsystem of CARES.

Work Programs Employment History: a subsystem of the Work Programs subsystem of CARES.

WPEH: the acronym used to identify the CARES screen titled Work Programs Employment History.

WPFT: the acronym used to identify the CARES screen titled Work Programs Employment Follow-Through.

WtW: the acronym used to identify Welfare to Work.